



**Department of Corrections - Personnel Examining Section**

**CHIEF PSYCHIATRIST, CORRECTIONAL FACILITY**

**SUPPLEMENTAL APPLICATION**

This examination consists solely of a Supplemental Application questionnaire that will be used to evaluate your knowledge and abilities in areas that are specific to the Chief Psychiatrist, Correctional Facility (CF) classification. The supplemental application questions give all candidates an equal opportunity to demonstrate possession of experience and significant accomplishments relative to the critical job demands of a Chief Psychiatrist, CF in the Department of Corrections. Responses will be evaluated using pre-determined rating criteria. The document you submit will account for 100% of your final score. An overall minimum rating of 70% must be obtained in order to be placed on the eligible list.

Please answer questions completely; incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will **not** be evaluated or considered as responses to items in the Supplemental Application. **YOUR RESPONSES ARE SUBJECT TO VERIFICATION** and should be an accurate reflection of your personal experience. *Candidates who fail to follow the instructions will be eliminated from the examination.*

**IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS SUPPLEMENTAL APPLICATION FOR YOUR RECORDS.** The Personnel Examining Section will **NOT** provide you copies of your supplemental application.

**THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify and understand that the information provided by me on this supplemental application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. **I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them, which could result in dismissal.**

**YOUR SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**YOUR NAME (PRINTED):** \_\_\_\_\_

**YOUR SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**Your completed supplemental application along with your Examination Application (Std. Form 678) must be received in the Department of Corrections' Personnel Examining Section at the address indicated below.**

**Mail to:**

Department of Corrections  
Personnel Examining Section  
P.O. Box 942883  
Sacramento, CA 94283-0001

**or**

**Submit in Person with:**

Department of Corrections  
Personnel Examining Section  
1515 S Street, Room 522N  
Sacramento, CA 95814

Please ensure that your return envelope has adequate postage. Original copies of this cover page **must** be returned. Facsimiles (FAX) will **NOT** be accepted.

<b>CHIEF PSYCHIATRIST, CORRECTIONAL FACILITY SUPPLEMENTAL APPLICATION</b>
---

A Chief Psychiatrist, Correctional Facility, in a diagnostic or outpatient clinic, plans and directs the preventive and corrective general medical and psychiatric work with offenders in a correctional institution; plans and directs psychiatric and mental health services programs; supervises and participates in the diagnosis, care, and treatment of psychotic inmates; directs and participates in staff conferences and clinics for the discussion of psychiatric problems of offenders and their care and treatment; in headquarters, has statewide responsibility for the development of policies and standards for the Department's mental health program in such areas as program development, planning, standards and evaluation to assure compliance with existing laws and regulations; and does other related work.

In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job-related criteria, each competitor's:

**A. Knowledge of:**

1. Principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and developmentally disabled.
2. Modern methods and principles of general medicine and neurology and skill in their application.
3. Literature and recent developments in the field of psychiatry.
4. Principles and practices of clinical psychology and psychiatric social work.
5. Principles and techniques of social psychiatric research.
6. Modern techniques, practices, and trends in the correction and prevention of delinquency and criminality.
7. Principles of effective supervision and personnel management.
8. Principles, methods and objectives of training treatment personnel.
9. Equal Employment Opportunity Program objectives.
10. A manager's role in the Equal Employment Opportunity Program and the processes available to meet the equal employment opportunity objectives.

**B. Ability to:**

1. Apply the principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and mental deficiency.
2. Coordinate, supervise, and evaluate the work of professional employees, and instruct and advise them in their work.
3. Formulate and effect practical and comprehensive plans for the psychiatric care and treatment of adult offenders.
4. Establish and maintain cooperative relations with those contacted in the work.
5. Prepare clear and concise reports.
6. Communicate effectively.
7. Effectively contribute to equal employment opportunity objectives.

Recognizing that candidates have had different experience related to critical job elements, the questions in the attached supplemental application are intended to give you an opportunity to discuss a broad range of experience that demonstrates you possess the qualifications for and readiness to be a Chief Psychiatrist, Correctional Facility, in the Department of Corrections. Answer the questions for which you possess experience, providing specific information and relevant examples from your background. Please keep in mind that omitted information cannot be assumed when your qualifications are being evaluated.

**WHEN RESPONDING TO THE SUPPLEMENTAL APPLICATION QUESTIONS, PLEASE FOLLOW THESE GUIDELINES:**

- Your responses **must** be typed (computer or typewriter generated) on 8 ½ x 11 paper; using 12 point font or larger.
- Your response to each question must be limited to two (2) pages or less per question (for a total of eight (8) pages); **you must identify each page submitted with your name and social security number.**
- Answer each numbered question separately and indicate the corresponding question number for each response.
- Your responses may be in bullet format, but must answer the questions completely.

<p style="text-align: center;"><b>CHIEF PSYCHIATRIST, CORRECTIONAL FACILITY</b> <b>SUPPLEMENTAL APPLICATION</b></p>
---

**Question #1:** Please describe the supervisory experience you have that has prepared you for the position of Chief Psychiatrist, Correctional Facility. Provide details in the following areas:

- The number of staff supervised
- Classification of staff supervised (e.g., nurses, psychologist, psychiatrist, clinical technicians, etc.)
- Your role in the hiring process
- Promoting morale and cohesiveness of the staff
- Providing feedback to employees to ensure that work performance objectives/standards are met
- Measures taken to correct staff deficiencies
- Facilitating, negotiating, and/or mediating conflicts in an effort to resolve differences among employees, labor unions, and/or other groups within the workplace

**Question #2:** Please describe the training and experience you have that has prepared you for the position of Chief Psychiatrist, Correctional Facility. Provide details in the following areas:

- Providing expert testimony before legislative, administrative bodies and/or committees
- The proper implementation of the standards of medical/psychiatric care
- The development of policies and standards as they relate to mental health
- Ensuring appropriate after care from institutional treatment (e.g., inpatient, chronic care, etc.)

**Question #3:** Please describe your experience in interacting with others (e.g., professional organizations, public officials, departmental staff, community groups, etc.) to ensure appropriate placement and treatment of patients with various complex problems (e.g., organic disturbances, high profile patients, seizure disordered patients, the developmentally delayed, etc.) Provide details in the following areas:

- Various methods of communication (e.g., verbal, written, visual presentation, etc.)
- Negotiating and compromising to resolve patient placement and treatment issues
- Providing technical advice and expertise

**Question #4:** Please describe your experience in working within clearly defined rules and regulations (e.g., reporting of abuse, confidentiality laws, suicidal tendencies, etc.). Provide details in the following areas:

- Use of involuntary medication
- Conservatorship procedures
- Forensic cases
- Medico-legal issues (e.g., negligence, deliberate indifference, malpractice, etc.)
- Carrying out court mandates related to mental health